

MINUTES
GREEN BAY HOUSING AUTHORITY
Thursday, September 28, 2017, 10:30 a.m.
City Hall, 100 N Jefferson St, Room 604
Green Bay, WI 54303

MEMBERS: William VandeCastle- Chair, Sandra Popp, Terri Refsguard, Nathalie Lund and Stephen Srubas

OTHERS PRESENT: Robyn Hallet, Cheryl Renier-Wigg, Jayme Valentine, Stephanie Schmutzer, Ka Vang and Jane Fitzpatrick

APPROVAL OF MINUTES:

1. Approval of the August 17, 2017, minutes of the Green Bay Housing Authority. (0:00:34)

A motion was made by S. Srubas and seconded by T. Refsguard to approve the August 17, 2017, minutes of the Green Bay Housing Authority. Motion carried.

ELECTION OF OFFICERS (0:01:05)

2. Election of Vice Chair.

W. VandeCastle asked for nominations for Vice-Chair of the GBHA. W. VandeCastle stated, for the record, that he is the Chair and Cheryl Renier-Wigg is the Secretary of the GBHA. S. Popp then volunteered herself as Vice-Chair of the GBHA. W. VandeCastle then asked three times if there were any other nominations for Vice-Chair. There were no other nominations.

A motion was made by W. VandeCastle and seconded by N. Lund to close the floor of nominations. Motion carried.

A motion was made by W. VandeCastle and seconded by T. Refsguard to elect S. Popp as Vice-Chair of the GBHA. Motion carried.

COMMUNICATIONS:

None

OLD BUSINESS:

None

NEW BUSINESS:

3. Consideration with possible action regarding GBHA joining the Operating Reserves litigation against HUD. (0:03:55)

R. Hallet explained to Authority members the possibility of the GBHA joining litigation against HUD for illegally withholding operating subsidies to PHAs in 2012. Information discussed included why the GBHA was not invited for the first round, if the BCHA was invited to participate and details regarding the litigation itself. S. Schmutzer explained that the operating subsidy was not given to all Authorities which broke contracts when select authorities were not awarded subsidy money. S. Srubas asked if this needs to go through the City's attorney for any reason. W. VandeCastle stated no, because the GBHA is just joining a law suit that is already in place and are not doing any legal activities.

A motion was made by S. Srubas and seconded by W. VandeCastle to approve the GBHA joining the Operating Reserves litigation against HUD. Motion carried.

4. Consideration with possible action to change banking product and approval of Resolution 17-06, General Depository Agreement. (0:09:32)

S. Schmutzer explained to the Authority the reason for the change. She went into detail regarding the old product, and that it will be discontinued through the bank. She did then explain the new process of pooling the collateral with BCHA funds and abiding by HUDs guidelines and the increase in the interest percentage rate from 0.3 percent to 0.6 percent.

A motion was made by T. Refsguard and seconded by S. Popp to approve to change banking product and approval of Resolution 17-06, General Depository Agreement. Motion carried.

5. Consideration with possible action to approve the lowest responsive and responsible bidder for the Mason Manor Masonry Repair (Tuckpointing) project, not to exceed \$60,000. (0:12:13)

A conversation ensued between Authority members and staff regarding the project. Information included what is tuckpointing. S. Srubas asked to see the bids. R. Hallet stated the bids are due October 4, 2017, and that they are looking for approval of the lowest responsive and responsible bidder not exceed \$60,000. It was suggested to have a special meeting on October 5, 2017, to approve the bid. R. Hallet also informed the Authority that if the bids came in over the \$60,000, they would postpone the work until spring and would re-bid the project.

W. VandeCastle asked if this was routine maintenance or if there were other issues and the reason for the project. R. Hallet stated this would be considered routine maintenance and needs to be done every 10 – 15 years and explained to the Authority the reasons for this project. S. Srubas asked who sent the project out for bids. R. Hallet stated it is the collaboration between Dept. Public Works (DPW) and Purchasing. S. Popp asked if there were any issues to postpone the work if bids came in over \$60,000. R. Hallet stated no. W. VandeCastle asked what the time frame would be for the work getting done after bids are in. R. Hallet stated November.

S. Srubas stated he does not like to idea of approving a contract/bid they haven't seen. A conversation continued regarding the source of the funding for the project, referencing the bid before approving it and having a special meeting to approve the bid. W. VandeCastle asked R. Hallet to email Authority members with the bid information that was sent out.

A motion was made by S. Srubas and seconded by S. Popp to have a special meeting after bids come to approve the lowest responsive and responsible bidder for the Mason Manor Masonry Repair (Tuckpointing) project, not to exceed \$60,000.

6. Consideration with possible action to approve the GBHA to apply for HUD's Resident Opportunity & Self-Sufficiency (ROSS) Service Coordinator grant. (0:20:44)

R. Hallet explained that the Authority has an opportunity to apply for HUD's ROSS Service Coordinator grant, with a deadline of October 23, 2017. She would like to get formal approval to apply for the grant. She then went into detail about the grant and how it will work and the benefit it will bring to GBHA and all residents. Other information discussed included the amount of the grant. R. Hallet stated the budget hasn't yet been put together for the grant and that they have the ability to hire the staff person themselves or contract the position out. They have selected to contract this out to Lutheran Social Services (LSS). The length of the grant is three years. S.

Popp asked what will happen at the end of the contract. R. Hallet informed the Authority they can reapply for an additional grant. W. VandeCastle asked if the \$10,000 for administrative expenses will stay with GBHA or go to LSS. R. Hallet stated it would go to both. LSS will also create budget and will be included as part of their contract.

A conversation continued between Authority members and staff regarding the grant and how it will benefit both residents and staff and duties of the new position.

A motion was made by S. Popp and seconded by T. Refsguard to approve the GBHA to apply for HUD's Resident Opportunity & Self-Sufficiency (ROSS) Service Coordinator grant. Motion carried.

FINANCIAL REPORT AND BILLS:

7. Consideration with possible action on acceptance of GBHA bills.

S. Schmutzer stated there was nothing out of the ordinary regarding the GBHA bills; however, she did point out the Titledown Drones bill that was for the tuckpointing project. S. Popp asked if Lizer will be doing snow removal. S. Schmutzer stated they will be for the vacant Scattered Site properties. Lizer will also do snow removal for Scattered Site residents who do not take care of their properties to avoid fines from the City. The tenant will then be billed for the service. As for Mason Manor, the maintenance team takes care of the snow removal.

A motion was made by W. VandeCastle and seconded by S. Popp to accept the GBHA bills. Motion carried.

8. Consideration with possible action on acceptance of GBHA financial report, along with a detailed explanation of how to read the financial reports.

S. Schmutzer explained to the Authority how to read the financial reports. She explained what the headings were on both the summary page and the detailed pages. R. Hallet explained why this particular spreadsheet was created and currently being used.

A conversation continued regarding last month's financial report. Information included depreciation of assets.

A motion was made by S. Popp and seconded by W. VandeCastle to accept the GBHA financial report. Motion carried.

ADMINISTRATOR'S REPORT AND INFORMATIONAL

9. Langan Report for the Month of August, 2017. (0:46:20)

A discussion ensued regarding Langan's August report. Information from the report included one background check, a new fraud investigation and a request for criminal complaint report. W. VandeCastle asked what the fraud investigations typically included. J. Valentine stated that their fraud cases usually involve the addition of house hold members. A conversation continued regarding the definition of "fraud".

A motion was made by S. Srubas and seconded by W. VandeCastle to receive and place on file the Langan Report for the Month of August, 2017. Motion carried.

10. Occupancy Report for the month of September, 2017.

J. Valentine went through the September Occupancy report. Information included the updating/purging of the waiting list. After the purging process Mason Manor now has 60 applicants; Scattered Site has 49 for 2-bedrooms; 32 for 3-bedrooms; and 11 for 4-bedrooms. She stated this makes the waiting list more active and manageable.

W. VandeCastle asked how they accomplished the purge. J. Valentine then went into detail on how the purge took place, which included a letter to all applicants, which had to be returned within three weeks.

A motion was made by S. Popp and seconded by T. Refsguard to receive and place on file the Occupancy Report for the month of September, 2017. Motion carried.

11. Update on bedbug situation. (0:54:04)

J. Valentine stated the last canine update is in their meeting packet. She then presented to Authority members information regarding the status on the building-wide inspection being conducted this week. As of today, floors 4 through 8 were completed, including 105 units. Of these units there were three confirmed infestation; one had an infested piece of furniture, which has been disposed; the second had furniture from a second hand store; and the third was a previously infested apartment. There were three additional apartments in which bedbugs were found in encasements. The rest of Mason Manor will be finished by the end of the week. They will continue to monitor this quarterly.

12. Housing Update Report. (0:59:45)

K. Vang presented Housing Update Report. Information included a BBQ lunch put on by residence, an increase of residents using the Nutrition meal program and staff attending the Senior Life Fair.

A motion was made by S. Popp and seconded by N. Lund to adjourn at 11:34. Motion carried.

jd:RAH